

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-801

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Personnel

UNIFORMS FOR CIVILIAN EMPLOYEES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements AFD 36-8, *Employee Benefits and Entitlements and Work/Life Programs*, and Department of Defense (DoD) Instruction 1400.25, Volume 591, *DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian employees*, 12 March 2009. It establishes standards and conditions for furnishing uniforms or paying uniform allowances to direct hire Air Force employees paid from appropriated funds, including Title 5 United States Code (USC) employees of the Air Force Reserve and Air National Guard. It does not apply to Title 32 employees of the Air National Guard. It does not apply to employees furnished uniforms or paid uniform allowances under other laws or regulations, such as medical and food service personnel furnished uniforms under Table of Allowance (TA) 016, non-United States citizen employees furnished uniforms or paid uniform allowances under labor agreements concluded with another government, and persons furnished special clothing under AFI 23-101, *Air Force Material Management*, 8 August 2013 or its implementing instructions.

In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops policy for the Air Force Uniforms for Civilian Employees. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). Tier waiver authorities as approved by the Inspector General Advisory Board have been included per AFI 33-360, *Publications and Forms Management*. Refer to AFI 33-360 for tier waiver authority definitions and procedures.

SUMMARY OF CHANGES

This AFI has been revised to include tiering.

Civilian Uniforms

1. Wearing of Uniforms.

1.1. US citizen employees of the Air Force must wear uniforms when management officials determine that the nature of their work makes the wearing of a uniform necessary for the position, and thus makes the wear of a uniform a pre-established condition of employment.

1.2. Air Force Reserve Command (AFRC) Air Reserve Technicians (ART) must wear the military uniform while performing civilian duties as an ART.

1.3. US citizen employees of the Air Force in overseas areas (or employees being deployed to overseas areas) may be required to wear uniforms if the theater or air component commanders determine it is in the best interest of the Air Force because there is an actual or threatened outbreak of hostilities involving war, major civil disturbance (or other equally grave situations), or where the deployment of employees necessitates the wearing of uniforms in specifically defined geographic areas (See paragraph 6).

1.4. Direct hire employees of the Air Force who are not US citizens must wear uniforms when the overseas commander determines the mission necessitates the wearing of a uniform.

1.5. Regardless of the length of appointment, employees do not normally wear uniforms. However, when specific work environments, as determined by the Commander, require the wear of a uniform for safety or a need to readily identify the employee with the work environment, wear of a prescribed uniform may be necessary (such as police officers or firefighters).

2. Responsibilities

2.1. The AF Director of Civilian Force Management (A1C) through the Civilian Force Policy Division (A1CP):

2.1.1. Establishes basic standards for furnishing uniforms or for paying uniform allowances.

2.1.2. Ensures all uniform regulations comply with legal requirements and DoD policy. (T-0)

2.1.3. Approves MAJCOM/COCOM requests for exception to the stated policy for civilian uniform wear.

2.1.4. Gathers MAJCOM/COCOM requests for uniform wear/adoption and distributes to functional communities for review and recommendations for approval/disapproval.

2.2. AF Functional Authority (FA):

2.2.1. Develops specific uniform design based on functional duty requirements, environmental factors and safety and health considerations.

2.2.2. Publishes uniform description and wear requirements in functional community Air Force guidance (instruction or manual).

2.2.3. Programs and budgets for funding of functional civilian employee uniforms.

2.2.3.1. Conducts annual reviews of uniform allowance for revisions or updates. (T-1)

2.2.3.2. Estimates line item costs when establishing the maximum amount of the initial and replacement allowance (See paragraph 4.1. below). Provides the allowance rates with documentation to AF/A1CM.

2.3. MAJCOM/COCOM Commanders: Review requests for civilian uniform wear and forward them to AF/A1CM for approval.

2.4. Unit commanders and supervisors:

2.4.1. Identify positions requiring the wear of a uniform and initiate uniform authorization requests. (T-1)

2.4.2. Instruct employees when and how to wear their designated uniform. (T-1)

2.4.3. Determine the amount and type of allowance (initial or replacement) and inform the accounting and finance officer. (T-1)

2.4.4. Inform employees about the uniform allowance (if applicable).

2.4.5. Verify whether employees entering on duty in positions subject to uniform wear have been employed in DoD during the past year. (T-3)

2.4.6. Prepare a Standard Form (SF) 1034, *Public Voucher for Purchases and Services Other Than Personal*, and forward it to the Financial Services Office to obtain a uniform allowance for an employee. (T-3)

2.4.7. Coordinate with Labor Relations Officer to ensure that all bargaining obligations are completed prior to implementation of uniform wear. (T-0)

2.4.8. When giving an employee a rented or purchased uniform, be sure that the cost doesn't exceed the actual cost of the uniform or the maximum uniform allowance, whichever is less. (T-1)

2.5. Financial Services Office:

2.5.1. Determines the amount of uniform allowance the employee is authorized. (T-3)

2.5.2. Maintains a record of all uniform allowance payments to an employee. (T-3)

2.5.3. Furnishes information about established uniform allowances when the Air Force transfers employees within the DoD or rehires employees in the same type of position. (T-3)

2.6. Civilian Personnel Elements/Sections:

2.6.1. Inform operating officials and supervisors about the provisions of this instruction. (T-3)

2.6.2. Verify whether employees who, within 1 year of previous employment in DoD, entered positions that have a uniform requirement. Verification may be via a review of the employee's SF 66, Official Personnel Folder, or other available pertinent documents indicating whether an employee has received payment of a uniform allowance. (T-1)

2.6.3. Verify an eligible employee's voucher for allowance and forwards the voucher to the Financial Services Office with the request for payment. (T-3)

2.6.4. Request further verification of uniform allowance payment from the employee's former employing agency when a significant discrepancy exists between the information contained in the previous employment records and information reflected on the SF 50, *Notification of Personnel Action*, in the official personnel folder. (T-3)

3. Furnishing Uniforms

3.1. The Air Force must either furnish a uniform or provide a uniform allowance to all civilian employees required to wear a uniform.

3.2. Normally, civilian employees are responsible for cleaning or laundering their uniforms at their own expense.

3.3. Procure uniforms locally in accordance with established AF supply procedures.

3.4. When renting uniforms, account for and process the rental in the same manner as other contractual services.

4. Establishing Uniform Allowances: Air Force functional authorities may develop specific functional guidance to establish uniform allowances, appearance and wear guidelines using the following criteria.

4.1. A uniform allowance helps the employee pay for the uniform. It must not exceed the maximum authorized under DoDI 1400.25. The Air Force does not categorize uniform allowances paid under this instruction as pay, salary, or compensation.

4.2. To establish an allowance, consider the quality of each uniform item that the employee needs to maintain a satisfactory standard of appearance. Base the initial allowance on the costs of the items that make up the required uniform. Be sure not to exceed the maximum allowance limitation.

4.2.1. The initial allowance is effective as of the date an employee must first wear a uniform and covers a 1-year period from that date. Do not authorize the initial allowance to any employee or former employee who leaves a position before getting an authorized uniform allowance.

4.2.2. A replacement allowance reimburses employees for those uniform items that need replacement because of damage or wear. Local activities establish wear out periods for replacing uniforms, normally the minimum period is 1 year. EXCEPTION: Damage to clothing items beyond acceptable appearance standards qualifies for a replacement allowance. Damage may include soiling not removable by commercial dry cleaning or soiling by flammable, toxic or other hazardous substances otherwise rendering the uniform item(s) unserviceable.

4.2.2.1. When establishing wear out periods, consider such factors as: environment (heat and cold); the likelihood that some items wear out sooner (for example, coat, hat, trousers); seasons (winter, summer); etc.

4.2.2.2. Set the replacement allowance to take into account locality, environment, amount of expense and frequency of replacement.

- 4.2.2.3. Provide the replacement allowance on an annual or quarterly basis. Be sure to pay it in full before the wear out period.
- 4.3. Authorize an annual allowance only for an employee who has the same uniform requirements throughout the year. If an activity has provided an annual allowance and the employee leaves a job requiring the wearing of the same uniform, the employee may keep one-fourth of the payment for each quarter or portion of a quarter the employee held the job. The employee must return the balance of the annual payment.
- 4.3.1. When employees are on extended leave, with or without pay, at the time a replacement allowance is due (quarterly or annually), and the supervisor has good reason to expect the employee will not return to work for at least 30 calendar days into the period, withhold the replacement allowance.
- 4.3.2. An employee who resumes their position before the end of the quarter is entitled to the replacement allowance for the quarter.
- 4.3.3. Employees who receive a replacement allowance on an annual basis do not receive payments until they return to work. Their new annual payment cycle begins on the date they return to work.
- 4.3.4. Employees authorized quarterly replacement allowances, and who leave before the period of service expires, do not have to pay back the uniform allowance.
- 4.4. Commanders determine the amounts of uniform allowances for eligible temporary employees. The commander's principle criteria are the employee's job requirements and the nature and length of the temporary employment. Allowances for temporary employees should be kept to a minimum.
- 4.5. Uniform Allowances for Reemployed or Transferred Employees
- 4.5.1. Transferred or reemployed employees do not receive a new allowance for identical uniform requirements if the allowance overlaps a period for which the employee was previously paid an initial or replacement allowance.
- 4.5.2. Employees transferred to or reemployed in a position different from the one they left may receive an initial uniform allowance. Employees who leave a position and are later reemployed or transferred to a position with identical or similar uniform requirements may receive an initial uniform allowance if at least 1 full year has passed since the end of the period covered by the last allowance payment.

5. Uniforms for US Citizens in Overseas Areas

- 5.1. Covered Employees. This chapter's requirements apply to all employees of US citizenship of the Air Force in overseas areas including those employees being deployed to an overseas area who are paid from appropriated funds.
- 5.2. The purpose of the uniform is to readily identify Air Force employees as members of the civilian component of the US Forces.
- 5.3. When to Wear the Uniform:

- 5.3.1. Employees wear uniforms in specially designated areas when prescribed by theater or air component commanders in the best interest of the Air Force and as a precautionary response to actual or potential hostilities or as a necessary part of a deployment.
- 5.3.2. Employees assigned to overseas areas normally do not have to wear a uniform before reporting to the overseas duty location.
- 5.3.3. MAJCOM/COCOM Commanders or their designees may authorize uniforms for US citizen employees whose assigned duties require participation in exercises in supporting overseas deployments.
- 5.3.4. Unless otherwise approved, US citizen employees may not wear uniforms outside of an overseas area.
- 5.3.5. Theater or air component commander's may authorize uniforms for employees of citizenship in a specific overseas area to ensure that the personnel of all military departments in the area receive equitable treatment.
- 5.3.6. Employees must wear the uniform according to administrative instructions. Local instructions that direct Air Force military personnel on the wearing of a uniform will apply equally to civilian employees when the local commander so instructs.
- 5.4. Allowances for Uniforms. MAJCOM/COCOM Commanders or their designees and theater or air component commanders may authorize the appropriate installation officials to furnish uniforms or pay a uniform allowance to civilian employees.
- 5.5. Purchasing the Uniform. Commanders who prescribe a specific uniform or uniform item must ensure civilian employees can purchase the required uniform items. Employees are authorized to purchase available uniform items through the Army and Air Force Exchange Service (AAFES).
- 5.6. Issue Items. Employees may be issued organizational and field clothing and equipment on a loan basis.
- 5.7. Exceptions. Send requests for exceptions through the MAJCOM/A1 or COCOM/J1 to AF/A1CM.

DANIEL R. SITTERLY, SES
Principal Deputy Assistant Secretary (Manpower
and Reserve Affairs)

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Instruction 1400.25, Volume 591, *DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees*, 12 March 2009

DoD 5400.11R, *Department of Defense Privacy Program*, 14 May 2007

AFPD 36-8, *Employee Benefits and Entitlements and Work/Life programs*, 24 December 2014

AFI 23-101, *Air Force Material Management*, 8 August 2013

AFI 31-122, *Department of the Air Force Civilian Police/Security Guard (DAF CP/SG) Program*, 22 December 2010

AFI 32-2006, *Uniform and Grooming Standards for Civilian Fire Emergency Services Personnel*, 29 August 2013

AFI 33-115, *Air Force Information Technology (IT) Service Management*, 16 September 2014

AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 16 August 2012

AFMAN 33-363, *Management of Records*, 01 March 2008

Adopted Forms

Air Force (AF) Form 847, *Recommendation for Change of Publication*

Standard Form (SF) 50, *Notification of Personnel Action*

Standard Form (SF) 66, *Official Personnel Folder*

Standard Form (SF) 1034, *Public Voucher for Purchases and Services Other Than Personal*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

DoD—Department of Defense

FA—Functional Authority

HQ USAF—Headquarters United States Air Force

MAJCOM—Major Command

USC—United States Code

US—United States

Terms

Uniform— a prescribed identifying set of clothing for the members of an organization, such as soldiers or workers.